



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

JAMES K. POLK BUILDING
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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

March 26, 2020

Roger Hood, Owner
Kuddles for Kids Child Care Center
908 Meadowlark Lane
Goodlettsville, Tennessee 37072-2310

Dear Mr. Hood,

The Department of Human Services (DHS) - Division of Audit Services staff conducted an unannounced on-site monitoring review of the Child and Adult Care Food Program (CACFP) at Kuddles for Kids Child Care Center (Sponsor), Application Agreement number 00-373, on February 20, 2020. The purpose of this review was to determine if the Sponsor complied with the *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreement, and applicable Federal and State regulations.

Background

CACFP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The CACFP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) for reimbursement.

We inspected meal counts sheets for our test period and reconciled the meals claimed to the meals reported as served for each meal service. We also assessed compliance with civil rights requirements. In addition, we observed a lunch meal service on December 4, 2019.

Our review of the Sponsor's records for December 2019 disclosed the following:

The Sponsor reported meal counts incorrectly

Condition

Based on our review of the Claim for Reimbursement for December 2019, the Sponsor reported 662 breakfast meals, 530 lunch meals, and 791 supplements served. However, based on our

review of available documents, we found there were 684 breakfast meals, 552 lunch meals, and 813 supplements served, prior to any meal disallowances.

As a result, 22 breakfast meals, 22 lunch meals, and 22 supplements served were underreported. (See Exhibit)

This is a repeat finding from a previous report dated August 7, 2017

Criteria

Title 7 of the Code of Federal Regulations, Section 226.10(c) states, "... In submitting a Claim for Reimbursement, each institution shall certify that the claim is correct and that records are available to support that claim...."

Recommendation

The Sponsor should ensure that claims for reimbursement are completed correctly and based on accurate supporting documents.

Note: Our observation of the lunch meal service on December 4, 2019, revealed no significant deficiencies.

Technical Assistance Provided

During our monitoring visit on December 4, 2019, technical assistance requested by the Sponsor and provided regarding the updated And Justice for All poster and the USDA crediting handbook and food buying guide.

Corrective Action

The Sponsor must complete the following actions within 30 days from the date of this report:

- Prepare and submit a corrective action plan to address the deficiencies identified in this report. The corrective action plan template is attached. Please return the corrective action plan to:

AuditServices.CAPS.DHS@tn.gov

If you have questions relative to the corrective action plan, please contact:

Allette Vayda, Director of Operations
Child and Adult Care Food Program
James K. Polk Building, 15th Floor
505 Deaderick Street
Nashville, Tennessee 37243
Allette.Vayda@tn.gov
(615) 313-3769

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or Sean.Baker@tn.gov.

Sincerely,

Sam O. Alzoubi

Sam O. Alzoubi, CFE
Director of Audit Services

Exhibit

cc: Felicia Staggs, Owner, Kuddles for Kids Child Care Center
Allette Vayda, Director of Operations, Child and Adult Care Food Programs
Debra Pasta, Program Manager, Child and Adult Care Food Program
Elke Moore, Administrative Services Assistant 3, Child and Adult Care Food Program
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

EXHIBIT

Verification of CACFP Independent Center Claim

Name of Agency: Kuddles for Kids Child Care Center

Review Month/Year: December 2019

Total Meal Reimbursement Received: \$2,060.01

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	20	20
Total Attendance	855	855
Percentage of Free or Reduced-price Category (For Proprietary Center Only)	48%	48%
Number of Breakfasts Served	662	684
Number of Lunches Served	530	552
Number of Supplements Served	791	813
Number of Participants in Free Category	19	19
Number of Participants in Reduced-Price Category	7	7
Number of Participants in Paid Category	28	28
Total Number of Participants	54	54
Total Amount of Eligible Food Costs	XXXXXXXX	\$1,388.77
Total Amount of Eligible Food and Non-Food Costs	XXXXXXXX	\$1,712.98